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01/10/07*

**DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA  
OFFICE OF ROAD AND AIRPORT DESIGN**

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**INTERDEPARTMENT CORRESPONDENCE**

**OFFICE:** Atlanta, Ga.

**DATE:** January 9, 2007

**FROM:** *TL* Todd Long, P.E., Director of Preconstruction

**TO:** Distribution

**SUBJECT: Discontinuing the use of Mylar**

As many of you are aware, the Department has moved into an electronic media environment with respect to the retention of Final Construction Plans, As-Built Construction Plans and Approved Right-of-Way Plans. With this transition to electronic media, the need for a durable media that can withstand numerous scans through reproduction machines is no longer required since the plans can be scanned one time and reproduced as many times as needed from the electronic images. Additionally, the production of mylar has proven to cause more wear and tear on the Department's printing and plotting equipment causing substantially more support and maintenance requests.

Therefore, based on the lack of need, additional cost of production, and the tremendous additional cost of purchasing mylar, the use of mylar for plans is no longer required. Effective January 9, 2007, it will be the policy of the Department to discontinue the use of mylar in all phases of the Plan Production Process. This includes the submittal of Final Construction Plans and the submittal of R/W Plans for approval. Bond paper will be the only material available for printing.

Please make sure that all personnel in your office, as well as consultants performing work for the Department, are made aware of this new policy.

TIL:BAS:GDW

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